

WEST HADDON PARISH COUNCIL

CLERK: Mrs Gill Wells

Email: westhaddonpc@gmail.com



ANNUAL PARISH COUNCIL MEETING		West Haddon Parish Council
Date: 7th May 2019	Time: 7.30pm	Venue: West Haddon Baptist Hall
Attendees: Cllr S Kerr (Chair) Cllr P Baldwin (Vice Chair) Cllr P Norman Cllr S Tringham Cllr N Brett Cllr S Leadbeater Cllr A Stephens Cllr A Dawson	Apologies Cllr P David Cllr I Robertson	The Clerk

<u>Item No.</u>	<u>OPENING PROCEDURES</u>
19/1	ELECTION OF CHAIR – Motion Agreed:- Cllr S Kerr was elected to the position of Chair and duly signed the acceptance of Office in the presence of the Proper Officer.
19/2	ELECTION OF VICE CHAIR – Motion Agreed:- Cllr P Norman was elected to the position of Vice Chair.
19/3	APOLOGIES – Motion Agreed:- It was resolved that apologies and reasons for absence from Cllrs David and Robertson be approved.
19/4	MOTION TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING 29 TH APRIL 2019 – Motion Agreed:- It was resolved that the minutes of the Extraordinary Parish Council meeting 29 th April 2019 be approved.
19/5	DECLARATION OF INTERESTS under the localism act 2011 and the relevant authorities (DPI) regulations 2012. Members were reminded of their obligations to declare interests pertaining to Parish Council Business and were asked to complete new declarations of interest forms and return to the Clerk. There were no declarations of interest to declare in terms of the following agenda.
19/6	REQUESTS FOR DISPENSATIONS – Motion Agreed:- It was resolved that a dispensation for Cllr S Kerr be approved for a period of 12 months regarding his position as a West Haddon Primary School Governor. It was resolved that a dispensation for Cllr S Tringham be approved for a period of 4 years regarding her position as a Member of the Parochial Church Council.
19/7	TO REVIEW AND ADOPT STANDING ORDERS FOR WEST HADDON PARISH COUNCIL – Motion Agreed:- It was resolved that the Standing Orders for West Haddon Parish Council be approved.
19/8	TO REVIEW AND ADOPT THE CODE OF CONDUCT FOR WEST HADDON PARISH COUNCIL – Motion Agreed:- It was resolved that the Code of Conduct for West Haddon Parish Council be approved.
19/9	MOTION TO CONFIRM THE APPOINTMENT OF THE CLERK AND RESPONSIBLE FINANCIAL OFFICER TO WEST HADDON PARISH COUNCIL. It was confirmed that Gill Wells was the Clerk and Responsible Financial Officer for West Haddon Parish Council.
19/10	GENERAL POWER OF COMPETENCE – MOTION TO CONFIRM THAT THE COUNCIL CONTINUES TO MEET THE ELIGIBILITY REQUIRED TO HOLD THE GENERAL POWER OF COMPETENCE AS PER SECTION 8(2) OF THE LOCALISM ACT, Order 2012, No. 965. Motion Agreed:- It was resolved and confirmed that the Council met the eligibility to continue to hold the General Power of Competence.
19/11	APPOINTMENT OF EXISTING COMMITTEES & WORKING PARTIES. Motion Agreed:- It was resolved that the following Cllrs be appointed to the following Committees:- <ul style="list-style-type: none"> • Finance & General Purposes Committee – Cllrs Brett; Tringham; Norman; Kerr; Stephens. • Playing Field Committee – Cllrs Norman; Kerr; Brett; Stephens. • Planning & Development Committee – Cllrs Stephens; Tringham; Dawson; Leadbeater; Norman; Kerr; Baldwin. • Pocket Park Working Party – It was resolved that this working party would be removed. • Newsletter Working Party – Cllrs Leadbeater; Tringham; Baldwin.

	<ul style="list-style-type: none"> • Open Spaces Working Party – It was resolved that this working party would be re-named the 'Infrastructure & Facilities Working Party – Cllrs Kerr; Norman; Leadbeater; Baldwin; Brett; Tringham. • EMO Working Party – It was resolved that this working party would be removed. • Traffic Management Working Party – Cllrs Brett; Kerr; Leadbeater.
19/12	<p>REVIEW & ADOPTION OF TERMS OF REFERENCE FOR COMMITTEES & WORKING PARTIES. Motion Agreed:- It was resolved that the Terms and Conditions and actions be applied to the following committees and working parties.</p> <ul style="list-style-type: none"> • Finance & General Purposes Committee – Approved. • Playing Field Committee – Approved. • Planning & Development Committee – Approved. • Pocket Park Working Party – To be removed. • Traffic Management Working Party – Approved. • Newsletter Working Party – Approved. • Open Spaces Working Party – To be renamed the Infrastructure and Facilities Working Party and Terms of Reference to be reviewed. • EMO Working Party – To be removed.
19/13	<p>MOTION TO CONFIRM THE APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO:- THE YELVERTOFT & RELIEF IN SICKNESS FUND – Cllr S Tringham; WEST HADDON COMMUNITY RESILIENCE GROUP – Cllr P Norman; WEST HADDON CHARITIES – Cllr P Baldwin; WEST HADDON VILLAGE HALL – Cllr P Baldwin. .</p>
19/14	<p>APPOINTMENT OF AN INTERNAL FINANCIAL CONTROLLER FOR THE PERIOD 2019-2020. Motion Agreed:- It was resolved that Cllr P Norman be appointed as Internal Controller.</p>
19/15	<p>APPOINTMENT OF A PLAY PARK & PLAYING FIELD INSPECTOR. Motion Agreed:- It was resolved that Cllr Leadbeater be appointed as the Play Park & Playing Field Inspector.</p>
19/16	<p>APPOINTMENT OF A CEMETERY / CHURCHYARD INSPECTOR. Motion Agreed:- It was resolved that Cllr David be appointed as the Cemetery and Churchyard Inspector.</p>
19/17	<p>APPOINTMENT OF A HIGHWAYS & FOOTPATH WARDEN. Motion Agreed:- It was resolved that Cllr David be appointed as the Highways and Footpath Warden.</p>
19/18	<p>TO REVIEW & ADOPT THE FOLLOWING POLICIES & PROCEDURES. Motion Agreed:- It was resolved that the following policies & procedures be adopted by the Council.</p> <ul style="list-style-type: none"> • Equality & Diversity Policy • Grievance Procedure • Bullying and Harassment Policy • Complaints Procedure • Data Protection Policy • Freedom of Information Policy • Health & Safety Policy • Lone Working Policy • Press & Media • Staff Disciplinary Procedure • Training Policy • Contractors Policy • General Data Protection Regulations Procedures & Policies • Internal Control & Procedures Policy • Recruitment Policy
19/19	<p>TO APPROVE THE FINANCIAL POLICIES / PROCEDURES AND CONTROLS. Motion Agreed:- It was resolved that the following policies/ procedures and controls be adopted by the Council.</p> <ul style="list-style-type: none"> • To approve the financial regulations • To approve the financial risk assessment and schedule • To approve the internal control checklist template • To confirm & approve the asset register • To approve the grant application terms and conditions • To approve the cemetery regulations and fees

19/20	TO APPROVE THE DATES & TIMES OF FULL COUNCIL MEETINGS FOR THE FORTHCOMING YEAR 2019 – 2020 & VENUE. Motion Agreed:- It was resolved that the following dates be set for the Full Council meetings and that from July 2019 the meetings would be held in the Baptist Chapel (subject to availability). 4 th June 2019 2nd July 2019 6th August 2019 3 rd September 2019 1st October 2019 5th November 2019 3rd December 2019 7 th January 2020 4 th February 2020 3 rd March 2020 7 th April 2020 5th May 2020 (APM & APCM) Please note this date is subject to election dates and likely to change.
19/21	PUBLIC SESSION – MEMBERS OF THE PUBLIC ARE INVITED TO ADDRESS THE MEETING ON ITEMS ON THE AGENDA. There were no members of the public present.
Item No.	PLANNING & HIGHWAYS – Plans can be viewed on the website - www.daventrydc.gov.uk/vds
19/22	WEST HADDON TRAFFIC MANAGEMENT WORKING PARTY. Motion Agreed:- It was resolved that the working party would meet 16 th May 2019 to review traffic calming requirements. The speed signs were due to be moved shortly and data from these signs had been requested.
19/23	PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION. Motion Agreed:- It was resolved that due to there being no internet access along with software updates affecting the DDC planning portal Cllrs would be asked to forward any observations to the Clerk as a matter of urgency. <ul style="list-style-type: none"> • DA/2019/0276 6 PRITCHARD CLOSE, WEST HADDON. • DA/2019/0111 WEST HADDON PARISH COUNCIL SPORTS PAVILION – Update.
19/24	NOTIFICATION OF PLANNING APPLICATION PERMISSIONS / REFUSALS / WITHDRAWALS:- <ul style="list-style-type: none"> • DA/2019/0147, LYNX HOUSE, WEST HADDON – Granted.
19/25	DAVENTRY DISTRICT CONSERVATION AREA REVIEW. Members were apprised that Officers would be present at the June meeting of Council to discuss the review and impact on West Haddon.
Item No.	FINANCE, HUMAN RESOURCES & PROJECT MANAGEMENT
19/26	BANK RECONCILIATION & FINANCE REVIEW – Motion Agreed:- Members noted and received the bank reconciliation and financial review (available on website) which were duly signed by the Chair in accordance with the Internal Control Policy and Procedures.
01/04/2019	Current
Current A/C	£80,457.65
Reserve A/C	£8,374.26
Unity A/C	£14,963.80
Still to be banked	£0.00
Unpresented Cheques	-£1,108.96
Available 01/04/19	£102,686.75
19/27	ANNUAL GOVERNANCE ACCOUNTABILITY RETURN. Motion Agreed:- It was resolved that: <ul style="list-style-type: none"> • Members responded Yes to Questions 1 to 8 of Section 1 of the Annual Governance Statement 2018-2019 and N/A to question 9. The statement was duly signed by the Chairman and Clerk. • Members confirmed the Accounting Statement 2018-2019 as follows which was signed by the Chair and Responsible Financial Officer.
19/28	MOTION TO APPROVE THE SET UP OF A STANDING ORDER PAYMENT & SET DATE FOR THE REGULAR PAYMENT OF STAFF SALARIES; HMRC AND PENSION COMMITMENTS TO MITIGATE RISKS OF FAILURE TO COMPLY WITH CONTRACTUAL REQUIREMENTS. Motion Agreed:- It was resolved that Standing Orders would be set up and authorised in accordance with the banking signatory mandates to pay staff costs on 10 th day of each month.
19/29	TO RECEIVE THE MONTHLY REPORT FROM THE APPOINTED INTERNAL CONTROLLER AND TO AGREE / APPROVE ANY ACTIONS REQUIRED. There was no report to receive due to the Annual Parish Meeting 7 th May.

19/30	<p>MAJOR PROJECTS – Members received the following updates:-</p> <ul style="list-style-type: none"> SPORTS PAVILION SEWAGE CONNECTION – The S50 had been approved and the Clerk was awaiting a start date from the contractors. PLAY AREA INSTALLATION UPDATE – Members agreed that the heras fencing surrounding the new play area should remain in situation until the commencement of the summer holidays or when the site was deemed ready – whichever came sooner.
19/31	ENVIRONMENTAL MAINTENANCE OPERATIVE (EMO) UPDATE & REQUIRED ACTIONS AS PER THE PARISH COUNCILS RECRUITMENT POLICY. Motion Agreed:- That a date would be set for the review of applications received following the deadline date.
19/32	UNITY BANK AND ONLINE BANKING REGISTRATION UPDATE. Signatories advised again that they had not been able to access the online banking log in. The Clerk expressed the urgency of the situation and high risks to the Council of failure to comply with this requirement. The Clerk confirmed that Cllr Bretts details had been forwarded to the Bank and requested that the signatories approve the addition of Cllr Brett as a signatory to the Unity Account by signing the bank mandate. This was duly carried out.
19/33	BANKING SIGNATORIES – Motion Agreed:- It was resolved that Cllr Dawson be added as a banking signatory to Unity Bank.
19/34	Motion – In accordance to the Admissions to meetings Act 1960 Members of the Public and Press are invited to leave the room during discussion of the following item. There were no members of the public present.
19/35	ANNUAL LEAVE – Members were asked to approve the Clerks decision regarding outstanding annual leave from the period 2018-2019. The Clerk advised that she would be taking the owed leave.
19/36	INVOICES FOR PAYMENT (see payments list circulated to Members and uploaded onto website prior to meeting). Motion Agreed:- It was resolved that the list of invoices for payment be approved.
19/37	UNO BUS – Members were asked to consider being part of a pilot scheme for a demand response transport scheme. Motion Agreed:- It was resolved that the Council supported, in principle, the scheme for demand responsive transport but required further details before agreeing to proceed.
19/38	MOTION TO CONSIDER & APPROVE A GRANT REQUEST FROM THE SENIOR FOOTBALL CLUB. Motion Agreed:- It was resolved that the grant request from the senior football club be approved subject to them removing the old posts and debris in the hedgerows around the football fields.
Item No.	<u>REPORTS FROM COMMITTEES / WORKING PARTIES</u>
19/39	<p>Members were to receive verbal updates from Committees / working parties (unless the Clerk had been notified prior to publication of the agenda that a debate and resolution was required.</p> <ul style="list-style-type: none"> Finance & General Purposes Committee - Postponed meeting 29th April to take place 28th May 2019. Playing Field Committee – No report to receive. Planning & Development Committee – No report to receive. Newsletter Working Party - Meeting urgently required. Environmental Maintenance Operative (EMO) Working Party – Not required. Open Spaces and Amenity Working Party – To be renamed Infrastructure & Facilities Working Party – meeting urgently required. Traffic Management Working Party – Meeting 16th May 2019.
Item No.	<u>CLOSING PROCEDURES</u>
19/40	<p>CORRESPONDENCE / EVENTS / TRAINING:- (if not emailed, hard copies available from the Clerk).</p> <ul style="list-style-type: none"> Members were asked to apprise the Clerk of training requirements. Best Village Competition. Members were notified that a meeting had been requested from the Cricket Club regarding the Parish Councils resolution 29th April 2019 regarding the Cricket Club Licence – Members were reminded that, as per Standing Orders, the Council could not revoke a resolution and therefore, an explanation would be presented to the Cricket Club in order that they understood any discussion would not result in an amendment to the Councils decision.
19/41	ITEMS FOR THE NEXT FULL COUNCIL MEETING & ITEMS FOR THE NEWSLETTER – Members were asked to notify the Clerk of items they wish to be included on the next agenda in the newsletter. Motion Agreed:- It was resolved that, due to the Editors pending holiday, the Editor would be asked to pull the deadline date

	for receipt of submissions for the June edition early. Items for inclusion:- Play Area opening; PC Meeting Venue July 2019 onwards; June evening surgery; update on sewage connection.
19/42	DATE OF NEXT MEETINGS:- <ul style="list-style-type: none">• 4th June 2019. West Haddon Village Hall.

The meeting closed at 21.29pm